

**CONFIDENTIAL****ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

OC-AMD Staff Notes

**FROM:****EXTENSION****NO.**

C/OC-AMD

**DATE****TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

26 JUL 1984

27 JUL 1984

20

2.

DD/CO

27 JUL 1984

27 JUL 1984

20

3.

OC-MLS

27 JUL 1984

31 JUL 1984

20

4.

OC-EXA

31 JUL 1984

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OC - 10430-84

25 JUL 1984

MEMORANDUM FOR: Director of Communications

25X1 FROM: 

Chief, Administrative Management Division, OC

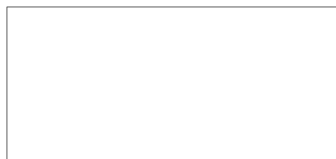
SUBJECT: OC-AMD Staff Notes 16-20 July 1984

1. During the week, Panel N experienced no gains and a loss of one. Panel N is currently 45 technicians over authorized ceiling. However, this figure includes technicians who are in the process of leaving Panel MCN, attending sponsored academic training, participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is 10 technicians under strength. Panel D experienced a gain of 3 with no losses. The Panel is currently 48 employees over authorized ceiling. There are 113 EOD students in training, while 20 TCA personnel are in processing, preparing for their overseas assignments. Taking into account the non-production status of EOD students, Panel MCD is currently 85 personnel under strength.

2. The Recruitment Section is reviewing resumes from the Non-Commissioned Officer's Association "People Bank Book" and has begun sending a letter, Form 444A and a Flier to selected individuals. This method of recruitment, if successful, allows more flexibility in identifying and selecting only those candidates who meet a specific profile. A spinoff advantage may also allow the Recruiting Staff to reduce its TDY.

25X1 3. The Banding Task Force met  18-19 July to draft a paper on the implementation of the banding pay system. The draft paper includes criteria for movement between band levels, for awarding increments within band levels, and other implementation procedures.

25X1 WARNING NOTICE - INTELLIGENCE  
SOURCES OR METHODS INVOLVED



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4. The Office of Personnel is currently reorganizing two of its directorates (Special Programs and Employment). The Employment directorate is to be re-established according to occupational categories vice geographic areas. Also, the Central Travel and Central Processing Branches under Special Programs will be merged into one division.

5. Office of Medical Services has advised us that many recent new hires have only had the screening portion of their medicals (Part I) and not the second part with the doctor. This was done to eliminate a backlog of medicals and once the employees came on board they were to call to arrange Part II of the medical. Unfortunately, this was not publicized and AMD/PAG is currently canvassing recent new hires to find out who needs the second part of their medicals.

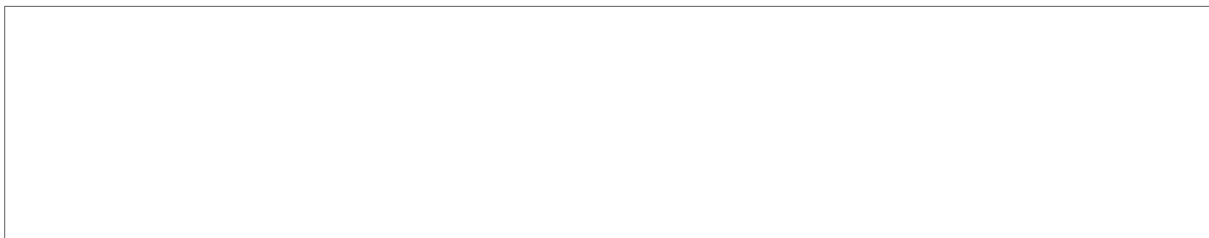
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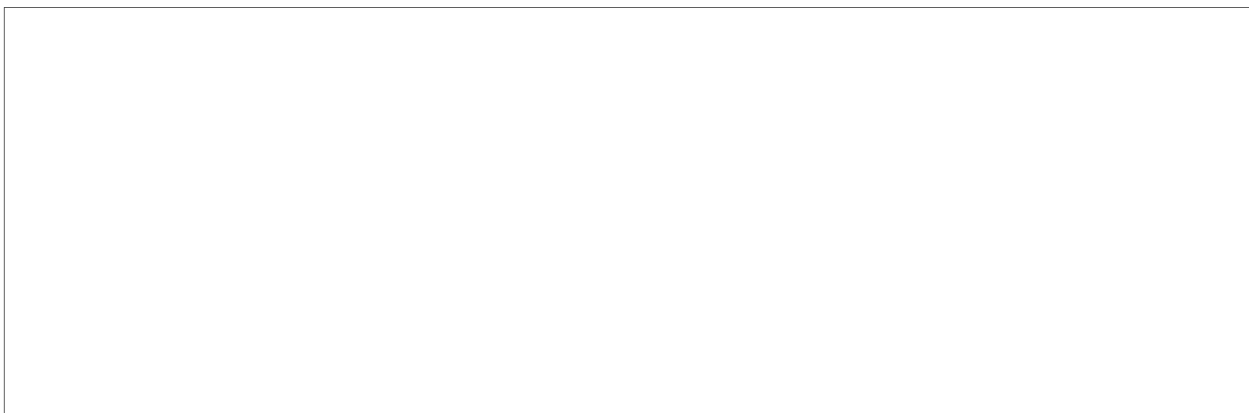


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10. [redacted] attended a two-day CRAFT conference held [redacted] This meeting brought together all of the elements of the CRAFT Project and proved very beneficial as to the outlook regarding future training on the various Wang systems.

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